

2016–2017 Dependent Verification Worksheet V1



Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process we are required by law to compare the information reported on the FAFSA with the information provided on this form along with copies of your individual and your parents’ 2015 federal tax transcripts as well as any other documentation requested by the financial aid department. **We cannot finalize your financial aid until verification has been completed, please provide the required documents within two weeks.**

Directions for completing the verification process:

- Hondros College recommends that students and parents use the IRS Data Retrieval Tool (DRT) on the FAFSA to provide tax information. This is the easiest and quickest way to provide the required information and eliminates the need for a hard copy of the tax transcript. When the DRT is not available students may request a federal tax transcript through the IRS website at <http://www.irs.gov/Individuals/Get-Transcript> .
- Please print clearly, completing all sections. Once complete both student and a parent must sign and date on the last page.
- Return all requested documents to your financial aid manager within two weeks. We will accept documents by fax, mail, email, or dropping them off at the school.
- We will compare the information on these documents with the information provided on the FAFSA. After reviewing, Hondros College will either request additional information or make corrections to the FAFSA as needed.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (include apt. no.)			Student’s Cell/Home Phone Number
City	State	Zip Code	Student’s Email Address

B. Dependent Student’s Family Information

List below the people in your parents’ household. Include:

- Yourself and your parents (including a stepparent) even if you don’t live with your parents.
- Your parents’ other children if your parents will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.
- List the name of the college for any household member, excluding your parents, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017, Leave College cell blank if the person in the household is not attending, or is too young to be in college.

If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Hondros College reserves the right to request additional information if we believe information provided is false or inaccurate.

C. Dependent Student’s Income Information to Be Verified

1. Tax Return Filers—Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) which is part of FAFSA on the Web. If the student has not already used the tool go to www.FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there follow the instructions to determine if the student is eligible to use the IRS DRT)to transfer 2015 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for use in the IRS DRT for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS DRT see your financial aid administrator.

Check the box that applies:

- I, the student, have used the IRS DRT in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I, the student, have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information onto my FAFSA once I have filed a 2015 IRS tax return. See instructions above for information on how to use the IRS DRT. Hondros College cannot complete the verification process until the school has received tax information.
- I, the student, have chosen not to, or are unable to use the DRT and will obtain a **2015 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript Online” link. This will allow the user to view and print their transcript immediately. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.
 - Check here if the student’s IRS tax return transcript is attached to this worksheet.
 - Check here if the student’s IRS tax return transcript will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student’s school.

2. Tax Return Non-Filers—Complete this section only if the student will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Parent’s Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. Tax Return Filers—Important Note: If the student’s parents, filed or will file, an amended 2015 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student’s parents filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) which is part of FAFSA on the Web. If the student’s parents have not already used the tool, the parent and the student should go to www.FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parents are eligible to use the IRS DRT to transfer 2015 IRS income tax information into the student’s FAFSA. It takes as long as two weeks for IRS income information to be available for use by the IRS DRT for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS DRT see the student’s financial aid administrator.

Check the box that applies:

- The student’s parent has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income information into the student’s FAFSA either on the initial FAFSA or when making a correction to the FAFSA.
- The student’s parent has not yet used the IRS DRT but will use the tool to transfer 2015 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed. See instructions above for information on how to use the IRS DRT. Hondros College’s financial aid manager cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript. To obtain a **2015 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript Online” link. This will allow the user to view and print their transcript immediately. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.
 - Check here if an IRS tax return transcript(s) is attached to this worksheet.
 - Check here if IRS tax return transcript(s) will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. Tax Return Non-Filers—Complete this section only if the student’s parents will not file and is not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- One or both parents were not employed and had no income earned from work in 2015.
Name of Parent with no income and not required to file taxes: _____
- One or both parents were employed in 2015 and have listed below the names of all the parent’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parents by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop</i> (example)	<i>\$2,000.00</i> (example)	<i>Yes</i> (example)

E. Parent's Other Information to Be Verified

Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

- One of the persons listed in Section B of this worksheet received SNAP benefits in 2014 or 2015. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015. The school may request additional information if they believe the information provided is false or inaccurate.

Complete this section if one of the student's parents paid child support in 2015.

- One (or both) of the student's parents listed in Section B of this worksheet **paid** child support in 2015. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the school I will provide documentation of the payment of child support. **Children listed in this section should not be listed in the household in section B.** *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Adult Who Paid Child Support	Name of Adult to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child Support was paid for	Amount of Child Support Paid in 2015
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>5</i>	<i>\$6,000.00</i>

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to your Hondros College Financial Aid Manager.***